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TRD STAFF MEETING  
10 May 1950

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Present:

1. The SOC course starting 22 May has 9 students enrolled to date; the OC beginning 22 May has 22; the AOC which is scheduled for 5 June has ten enrolled at the present time. There are 11 requests on hand for administrative training, although only two of these are for the headquarters phase. As yet the date for the next administrative course has not been set. There was discussion regarding the advisability of enrolling all students into headquarters training even those scheduled for overseas assignments so that they might better understand the problems and procedures of headquarters. It was felt that all administrative and staff personnel should take the complete administrative course. In addition the lectures of this course should be coordinated with SOC, OC and AOC to avoid in as far as possible duplication of presentations. It has been established that personnel of OSO and OPC should go through the entire program of training and if Mrs. [REDACTED] RSE, 25X1A9a cannot convince the TLO or branch chief that an individual should enter a course, the TLO should be referred to Chief, STB and possibly Chief, TRD. This matter will also be re-emphasized at the next TLO meeting. Presently we have received the new training estimates from OSO for the rest of the year and it is expected estimates for OPC will be received in a day or so.

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2. [REDACTED] have been working on education and training record forms. TRD is trying to set up in the office of the RSO a record of the educational background and complete training received by all OSO and OPC personnel. It is desirable to have this information for easy reference in case of promotions, operational assignments, etc., for the use of TRD and both offices. Although the Joint Training Committee was doubtful about TRD keeping such records and felt they should be in SED, SED thought it was desirable for TRD to maintain such a card file but would be unwilling to allow the personnel folders to be examined to secure the basic data. It is presently planned therefore to have the cards partially filled out by the individuals and returned to RSO for entry of their training record. Later copies may be turned over to SED for use in their career management program. This suggestion will be presented to the Joint Training Committee meeting being held Thursday.

3. All training support material will be procured, maintained and distributed and records kept by the Training Support Staff. This will relieve the branches from budgetary necessity to provide for training aids requirements,

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NO CHANGE in Class. ☐

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25X1A9a particularly ATB. All such training aids, films, etc., should be requested from Mr. [REDACTED] and he will prepare the budget item to take care of all training materials requirements for TRD.

25X1A9a 4. A completed subject file will be set up and maintained in the Training Materials Office by Mr. [REDACTED]. This will consist of a central file containing a folder for each presentation given by TRD with the exception of the Covert Training Branch. Ultimately it is planned that each folder will contain the directive coordinated with CSO and OPC as well as within TRD, a bibliography of any reference material pertaining to the subject of presentation, either a transcription of the presentation plus an outline or the manuscript as given, and any material distributed to the students as research or reference material. This will assist TRD in coordinating instruction with the operational branches and will also be a ready reference of the presentation for the use of new instructors or a change in instructors handling the course. All of the lectures by outside speakers, especially in the AOC, will be recorded and then transcribed by the Saturday pool for inclusion in the folder. [REDACTED] stated that such folders should be kept up to date by continual review and addition if changes are made in the presentation. It is also contemplated that copies of any charts, diagrams and other training materials used in a presentation will be included.

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5. Mr. [REDACTED] reported on the progress being made to wire Building [REDACTED] in order to record lectures. Mr. [REDACTED] of OAD has a special type of recording equipment which seems to be the best to fill TRD needs. He will bring one of this type over to [REDACTED] and record one or two lectures for TRD personnel to transcribe and to get our reactions as to the operation of the machine. As soon as the type of recording equipment is decided upon, then the building will be wired.

25X1A9a 6. Mr. [REDACTED] raised the point of the debriefing of returned overseas personnel. In the past such returnees checked in with Training and filled out a form giving information as to the type and amount of experience they had had. Such forms were then turned over to Chief, STB, and if of interest, Mr. [REDACTED] arranged a debriefing. During the past 2 months this procedure has not been followed. Mr. [REDACTED] was requested to contact SED in order to have field returnees report to training or fill in this form in the personnel office for forwarding to TRD.

25X1A9a 7. Mr. [REDACTED] are working on a 16-hour instructor training and guidance course to be run for one week in the mornings, from 9 to 12 or 1. It will define the mission and organization of TRD, discuss methods of presentation, testing and evaluations. It is being run primarily to solve two problems; 1) organization and actual presentation of live problems within TRD to be given by CTB, OC, AOC and Chief STB; and 2) summarizing the testing and evaluation side of training. [REDACTED] will be glad to develop a five-hour session discussing the benefits and value of a testing and evaluation program.

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25X1A6a 8. Mr. [REDACTED] announced that a fire drill will be held at an unannounced time the week after next for Building [REDACTED]. TRD will hold a meeting next week to go over our disaster plan. Mr. [REDACTED] will set the time and place.

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